CIVIL SIDE.

Rule of Practice No. 117, *dated 19th September* 1904.

In continuation of the instructions contained in Rules of Practice Nos. 40 and 41, the Chief Court directs that applications filed by parties for the return of papers or documents be rejected if such papers or documents are not taken back within a month from the date of application.

V. A. RAJARATNA MUDALIAR, *Registrar.*

CIVIL SIDE.

Rule of Practice No. 119, *dated 24th September* 1904.

In continuation of the instructions contained in Rule of Practice No. 56, dated 20th February 1885, the Chief Court directs that moneys received in Courts during the absence of the presiding officer on leave, when there is no acting officer or such officer has not joined, be remitted to the Treasury as they are received with Judicial Deposit Orders signed by the Nazir. After the Judge returns from leave or the acting Judge joins, the Nazir should be required to give a detailed account of the moneys received by him, which account should be carefully checked and verified with the Registers.

J. CLAPHAM, for *Registrar.*

FINANCIAL DEPARTMENT.

Circular No. 2054—*T. A.* 42, *dated 2nd September* 1904.

To—The Heads of Departments and Deputy Commissioners of Districts.

It is observed that, with but few exceptions, little or no notice is taken of the certificates, printed on Travelling Allowance Bills, such of them as have no connection whatever with the claim made in the bill being unnecessarily retained, thus leading this office to doubt whether those that are necessary for determining the rates at which mileage, daily allowance, or railway fare is admissible to the Officer, have been retained intentionally or through inadvertence. The undersigned, therefore, requests that in future the certificates that are not required may be scored out and *each* of the certificates retained attested with the initials of the Officer signing the bill.

In cases in which Travelling Allowance is claimed for a halt on the first or the last day of the month the date on which the halt commenced in the preceding month or that on which it ended in the succeeding month, as the case may be, should invariably be noted on the bill. Bills in which these instructions are not observed will be returned unaudited.

To—The Deputy Commissioners of Districts and Heads of Departments, and the Examiner, Public Works Accounts.

Circular No. 2056—*T. A. D. Grp. I,* 324, *dated 19th September* 1904.

The Comptroller has the honor to state that the books of this office for 1903-04 will remain open for adjustments and transfers only up to the 5th November 1904, and to request that the Deputy Commissioners of Districts and Heads of Departments will be so good as to intimate to this office through the respective District Treasuries all corrections and adjustments which they may propose in their Revenue Accounts of that year, *before the 31st October 1903*; after which date no applications for corrections or adjustments will be attended to.

To—The Inspector General of Education and Police, and Deputy Commissioners, Treasury Department, of Districts.

No. T. A. D. Gr. 405, *dated 20th September* 1904.

In supersession of the practice now obtaining, the Comptroller has the honor to prescribe the following procedure in regard to the disbursement of pay allowed to schoolmasters and policemen undergoing training in the Normal and Police Schools respectively :—

(1) In the pay bills of the establishments from which schoolmasters and policemen are recruited for training, the full pay of the recruits should be shown in the first money column and the balance after paying the substitute in the case of schoolmasters, and full pay in the case of policemen entered in the 5th column of the bill headed "Pay..... held over for future payment" and not in the column for Savings..... as is being done at present.

(2) The pay of these men withheld, as indicated in the foregoing para, should be drawn on separate bills *one for each* which should be countersigned by the officer in charge of the school where he is undergoing training, and on which the establishment from which he has been recruited should be distinctly noted.

(3) The stipend and rent allowed to the recruits should as heretofore be drawn on consolidated bills signed by the officer in charge of the school.

H. EAGLES, *Offg. Comptroller.*